### West Virginia Real Estate Appraiser Licensing and Certification Board



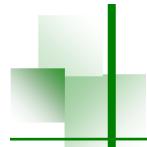
2110 Kanawha Blvd., East, Suite 101, Charleston, West Virginia 25311 Phone: 304-558-3919 Fax: 304-558-3983 E-mail: wvappbd@mail.wvnet.edu

## INSTRUCTIONS FOR FILING AN APPLICATION FOR A NON-RESIDENT TEMPORARY PRACTICE PERMIT

The State of West Virginia will recognize, temporarily, the certificate or license of a real estate appraiser in good standing issued by another state if the appraiser's business is of a temporary nature, the appraiser registers with this office <u>before</u> beginning the assignment, and pays the required permit fee. The temporary permit is for a <u>single assignment</u> for a <u>single client</u>. THIS PERMIT MUST BE AVAILABLE DURING THE APPRAISAL INSPECTION.

- 1. Application must be legible. Please PRINT.
- 2. Each section must be filled out completely.
- 3. A check or money order for the correct permit fee, made payable to the WV Appraiser Board, must be attached.
  - □ Residential Assignment (1-4 units) Fee: \$150.00 □ Non-Residential Assignment Fee: \$150.00.
- 4. Attach a copy of your <u>current</u> appraiser license. Applications <u>will be returned</u> if this documentation is not attached.
- 5. Attach a copy of your engagement letter or evidence that your business in West Virginia is temporary. Applications will be returned if this documentation is not attached.
- 6. Once the application has been processed, the Temporary Permit will be returned to you by regular U.S. mail. If you need the Temporary Permit immediately, you can overnight it to us, provide **prepaid** materials, and we will overnight it back to you.

NOTE: AN INDIVIDUAL CAN ONLY APPLY FOR AND BE GRANTED TWO
(2) TEMPORARY PERMITS BETWEEN JANUARY 1 AND DECEMBER 31
EACH YEAR. THERE WILL BE NO EXCEPTIONS TO POLICY.



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# NON-RESIDENT TEMPORARY PRACTICE PERMIT APPLICATION

TEMPORARY PRACTICE P	DATE ISSUED					
NOTE: This permit is valid for six (6) months from date of issue						
APPROVED BY: Sha	arron L. Knotts, Exec				SEAL	
Name of Applicant:	LAST	FIRST		MIDD	LE	
Applicant's Current Residence:	STREET	CITY	COUNTY	STATE	ZIP CODE	
Appraisal Business Address:	STREET	CITY	COUNTY	STATE	ZIP CODE	
Date of Birth: Social Security Number: Home Telephone (area code) Business Telephone (area code)						
If "Yes", when?  FOR OFFICE USE ONLY						
Date Received Check No Deposit No						
☐ Copy of Current License ☐	Affidavit   Consent to	o Service	Engagement Lette	er 🗆 ASC Nat	tional Registry	

T	EMPORARY PRACTICE PERMIT APPLICATION PAGE 2
1.	List all states in which you currently hold a license or certification in real estate appraising, along with your license numbers:
2.	In what state were you <u>initially</u> licensed?
3.	Have you ever entered a plea of nolo contendere, or been found guilty, or been convicted, of a misdemeanor or felony, excluding minor traffic violations?
	$\square$ Yes $\square$ No (If Yes, attach explanation, including date and case number)
4.	Have you or any partnership or corporation in which you were a legal or financial participant ever been disciplined, sanctioned or fined and/or had a license, certificate or registration suspended, revoked, surrendered or resigned by a board or agency issuing the license, certificate or registration?
	$\square$ Yes $\square$ No (If Yes, attach explanation, including date and case number)
5.	Have you ever had an application for a real estate appraiser license or certification or an application for a non-resident temporary practice permit denied?
	$\square$ Yes $\square$ No (If Yes, attach explanation, including date and case number)
	THE APPRAISAL ASSIGNMENT
N	ame of Client:
A	ddress of Client:
Co	ontact Person:Telephone No. ()
$S_{]}$	<b>pecific</b> property address(es) to be appraised. You <b>must</b> include city, county and state:
Ty	ype of property being appraised (i.e., residential, industrial, commercial, farmland, timber, etc.):
Es	stimate of time to complete the assignment:

#### **OATH**

#### I HEREBY:

- 1. Acknowledge that I have read and understand the questions in this application and have answered them truthfully and completely;
- 2. Agree to comply with the standards set forth in the West Virginia code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me;
- 3. Acknowledge that my failure to make a full and accurate disclosure of any information requested may result in the denial and/or revocation of my application for a temporary permit;
- 4. Agree to provide additional information or documentation that may be necessary to verify information disclosed in this application;
- 5. Authorize any agency of federal, state or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation or association, in this or any state, or its representatives, to furnish any information bearing upon my background for honesty, trustworthiness, integrity and competence to transact business as a real estate appraiser in such manner as to safeguard the interests of the public. Such information may include, but is not limited to, records of any convictions for misdemeanors and/or felonies, the circumstances involved in any such convictions, and the suspension, revocation or surrender of my license authorizing me to engage in any profession or occupation;
- 6. Acknowledge that I understand that the temporary practice permit is not valid for any individual other than myself;
- 7. Agree to develop and issue the appraisal report in conformance with the edition of the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time the appraisal report is issued;
- 8. Acknowledge that my license/certification is in good standing in all states in which I am licensed/certified and that the foregoing statements are true and correct to the best of my knowledge and belief and that I have not suppressed or excluded any information that may have a bearing on this application;
- 9. Understand that I am not allowed to practice real estate appraisal activity in West Virginia until my application is approved and I have been issued a Temporary Practice Permit number.

	AFFIDAVIT
State of	County of
I, within and attached hereto is true and co	affirm and state that the information provided orrect to the best of my knowledge.
	Signature of Applicant
Subscribed and sworn to before me this	, day of,
	Signature of Notary
NOTARY SEAL	Expiration date of Notary Commission

## TEMPORARY PRACTICE PERMIT APPLICATION

#### NON-RESIDENT IRREVOCABLE CONSENT TO SERVICE

KNOW ALL MEN BY THESE PRESENTS:	
the West Virginia Rules of Civil Procedure, do herel means of delivery of that process to the Secretary of S real estate appraiser, the plaintiff, in the exercise of du	by irrevocably consent to the service of process upon me by tate if, in an action against me arising from my activities as a
On the day of	·•
	Signature of Applicant
State of	County of
Personally appeared	date above named, and acknowledged the execution of the of such applicant for the purposes therein set forth.
	Signature of Notary
Subscribed and sworn to before me on the	_ day of,
	Expiration date of notary commission
SEAL	